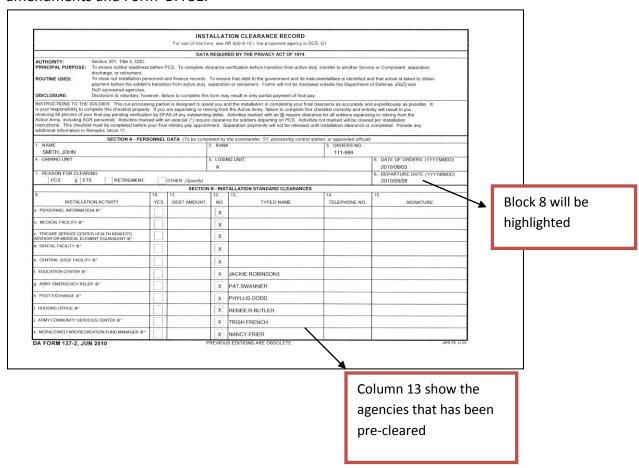
CENTRAL CLEARANCE OUT-PROCESSING INSTRUCTIONS

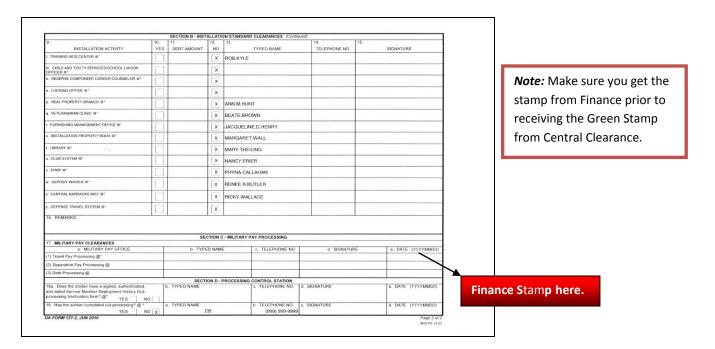
All Soldiers must be in duty uniform to clear regardless of your rank or duty status. Our office is located in the Copeland Center bldg 18010, 3rd Floor, Room - A309.

INSTALLATION CLEARING PAPERS (DA 137-2)

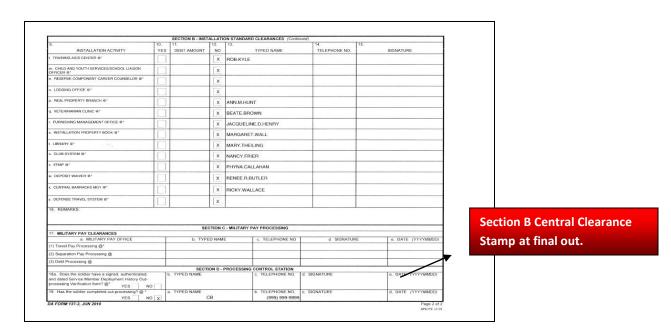
1. The date in *Block 8* is the earliest you can come to our office to receive the "Green Stamp." Your Installation Clearing papers are good for 30 days from the date in *Block 8*. You will need to bring DA Form 137-1 dated June 2010 (Unit Clearance Record) completed with you on your final out-processing date, along with a copy of your orders, amendments and Form DA 31.



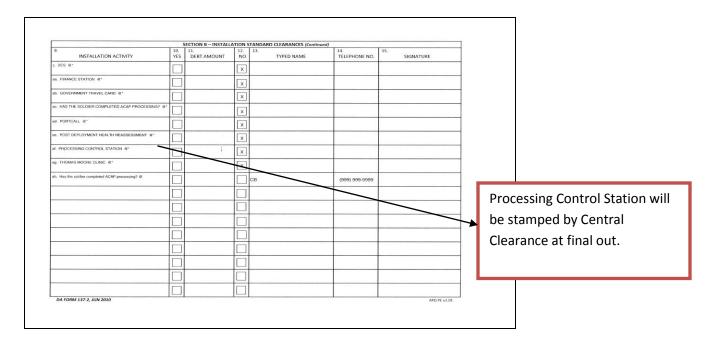
Ensure you obtain all signatures and stamps from appropriate agencies in column 13. If there is a typed name in Column 13 it has been pre-cleared for you; if it does not have a name in Column 13 you must go and clear that agency receiving a signature and a stamp.



2. Item #17, Section C – Military Pay Processing is finance which is located on the 2nd floor room A210, of the Copeland Soldier Service Center. You must attend a Finance Briefing prior to receiving a finance stamp with signature, and date on the Installation Clearing Papers.

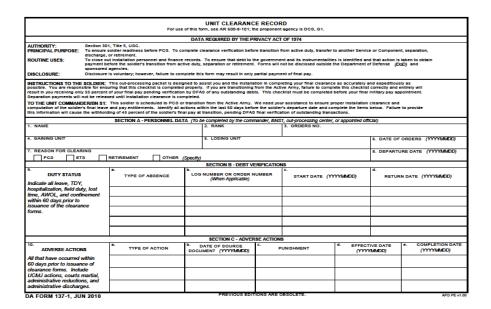


3. Item 18a, Section D - Processing Control Station on your clearing papers will be completed by the Central Clearance Office on your day to clear out-processing.



DA 137-1, UNIT CLEARANCE RECORD, (JUNE 2010)

1. Please ensure that blocks 1-8 are filled out.



The following agencies must print, sign and date prior to getting the stamp from Finance and Central Clearance.

Line 13: S-1, Line 14: S 2/3,

Line 15: S-4,

Line 16: Other (Annotate FSRPT) must be signed by Commander or 1SG **ONLY**, including telephone number.

Line 18: Soldier's Information

Line 19: Only the First Sergeant, Company Commander or S-1 Adjutant is authorized to clear you from your unit. If your Commander is the Rear Detachment Commander, please attach their Assumption of Command orders with your documentation.

SECTION D - PROPERTY ACCOUNTABILITY AND PAY ITEMS								
11. PROPERTY ACCOUNTABILITY								
11a. STATEMENT OF CHARGES/ CASH COLLECTION VOUCHER	11b. DATE OF SOURCE (YYYYMMDD)	E DOCUMENT	11d. DISPOSITION					
REPORT OF SURVEY	11c. AMOUNT							
12. PAY ITEMS (Check all that apply) 12s. INCENTIVE PAY (Specify Type) 12s.								
						T BONUS REENLISTMENT BONUS		
OTHER (Specify)								
SECTION E - BATTALIONUMIT CLEARANCE ITEMS. A check by an item confirms that the item has been verified and that necessary action has been taken. 13. BN STUNIT COMMANDER VERYPYING OFFICIAL.								
IS. BY STUDINI COMMANDED VERTITING OFFICIAL B. STYPE OR PRINT NAME C. DATE (YYYYMMDD)								
a. The orthonorm		b. Glowrione				(Trimbo)		
DA Form 31	Family Care Plan	1	PROFIS Duty Position		Т	TRICARE Dental Program		
Meal Card	DD Form 2648		Duty Roster		\top	Exceptional Family Member Program		
Line of Duty Investigation	DOD Travel Char	ge Card	Physical Profile					
Unit items	Flagged		Personnel Register		4			
Evaluation Reports 14. BN \$2/3/LINIT COMMANDER VERIFYING O	Weight Control F	Program	Change of Address Form		\perp			
14. BIN 32/3UNIT COMMANDER VERIFYING OFFICIAL 1. TYPE OR FERIN TAME 1. DATE (YYYYAMADD) 1. TYPE OR FERIN TAME 1. DATE (YYYYAMADD)								
		b. Gloritone				Triminal (Triminal)		
Security Briefing/Debriefing	APFT		Security Clearance		4			
Weapons Qualification	Training Records		Antiterrorism Briefing		-			
Training Room PERSTEMPO Verification Sheet 15. BN \$4.0NT COMMANDER VERIFYING OFFICIAL								
		b. SIGNATURE	JIGNATURE		c. DATE (YYYYMMDD)			
Supply Room	NBC Room	<u> </u>	Motor Pool		Т			FCDDT /FODSCONA
Arms Room	Protective Mask Inserts							FSRPT (FORSCOM
15. OTHER B. OTHER CLEARANCES B. TYPE OR PRINT NAME C. SIGNATURE d. DATE (YYYYMMDD)								
a. OTHER CLEARANCES Career Counselor	b. TYPE O	R PRINT NAME	c. SIGNATURE			d. DATE (YYYYMMDD)		Soldier Risk Policy
Career Counselor								Solution Thister Stroy
								and Taals) must be
								and Tools) must be
17. REMARKS	•	'			_			signed by
18. SOLDIER'S AUTHENTICATION							\rightarrow	signed by
a. TYPE OR PRINT NAME b. SIGNATURE						b. DATE (YYYYMMDD)		Commander or 1SG
19. COMMANDER/BN \$1 AUTHENTICATING OFFICIAL								20
a. TYPE OR PRINT NAME	b. SIGNATURE). SIGNATURE			c. DATE (YYYYMMDD)		include Phone	
DA FORM 137-1, JUN 2010			•			Page 2 of 2		
						APD PE v1.00		Number

<u>Reminder:</u> You must clear all agencies on forms DA 137-2 and DA 137-1 before you come to final out at Central Clearance. The date in Block 8 of your Installation Clearing Papers is the earliest date to receive the *Green Stamp*.

NOTE: Make sure you print the Online Instructions, Installation Clearance Location sheet DTS sheet and Flow Chart to ease your clearing process to reduce travel time.